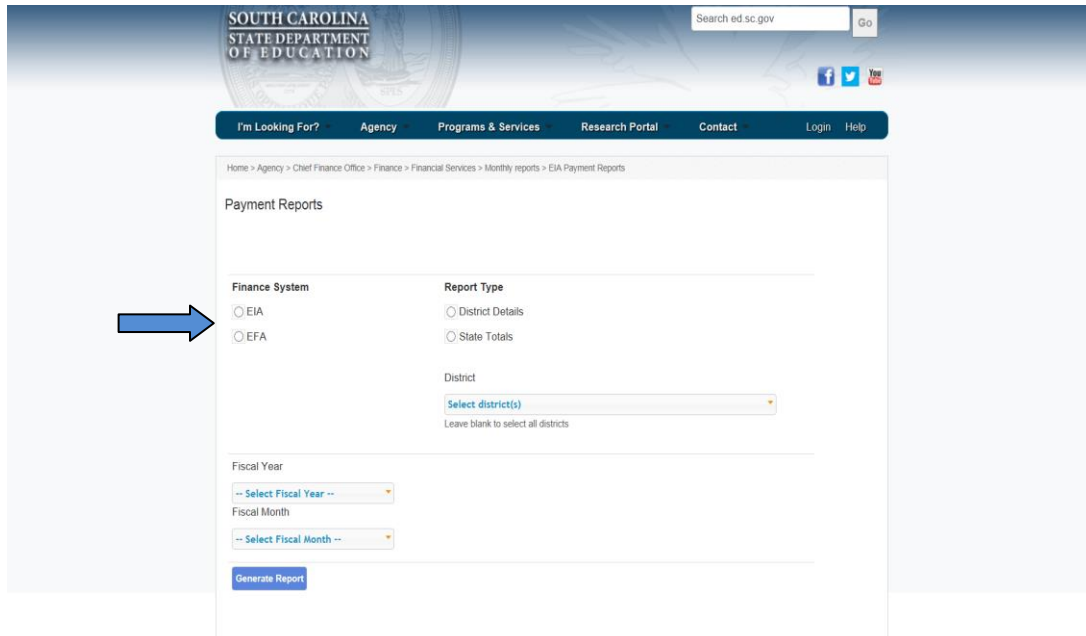


# INSTRUCTIONS FOR BACK-UP DOCUMENTATION OF SCDOE PAYMENTS

## Section 1

In order to access the back-up documentation for the EIA and EFA payments, you will go to the following link: <http://ed.sc.gov/agency/cfo/finance/Financial-Services/>

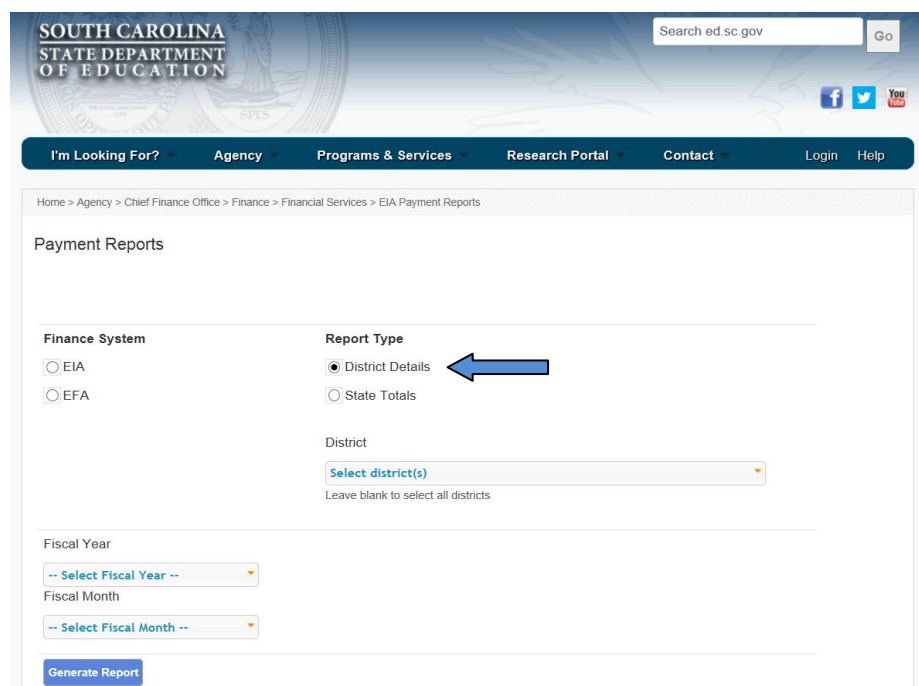
- There will be a section for Monthly Payments to School Districts
- You will select which finance system (EIA or EFA), that you want to view. You will need to do this separately for each report.



The screenshot shows the South Carolina State Department of Education website. The header includes the state seal and the text "SOUTH CAROLINA STATE DEPARTMENT OF EDUCATION". Below the header is a navigation bar with links: "I'm Looking For?", "Agency", "Programs & Services", "Research Portal", "Contact", "Login", and "Help". The main content area is titled "Payment Reports" and contains a form with the following fields:

- Finance System:** Two radio buttons, "EIA" and "EFA". A blue arrow points to the "EIA" radio button.
- Report Type:** Two radio buttons, "District Details" and "State Totals".
- District:** A dropdown menu with the text "Select district(s)" and a note "Leave blank to select all districts".
- Fiscal Year:** A dropdown menu with the text "Select Fiscal Year --".
- Fiscal Month:** A dropdown menu with the text "Select Fiscal Month --".
- Generate Report:** A blue button.

- Next, you would select District Details under Report Type.



The screenshot shows the same South Carolina State Department of Education website. The header and navigation bar are identical. The main content area is titled "Payment Reports" and contains a form with the following fields:

- Finance System:** Two radio buttons, "EIA" and "EFA".
- Report Type:** Two radio buttons, "District Details" and "State Totals". A blue arrow points to the "District Details" radio button.
- District:** A dropdown menu with the text "Select district(s)" and a note "Leave blank to select all districts".
- Fiscal Year:** A dropdown menu with the text "Select Fiscal Year --".
- Fiscal Month:** A dropdown menu with the text "Select Fiscal Month --".
- Generate Report:** A blue button.

- Below that you select your district or districts.

Home > Agency > Chief Finance Office > Finance > Financial Services > EIA Payment Reports

### Payment Reports

**Finance System**  
☒ EIA  
☐ EFA

**Report Type**  
☒ District Details  
☐ State Totals

District

0160 -Abbeville 60

Filter: Enter keywords

✓ Check all ✕ Uncheck all

☒ 0160 -Abbeville 60

☐ 0201 -Aiken 01

☐ 0301 -Allendale 01

☐ 0400 -Anderson County Board

☐ 0401 -Anderson 01

Fiscal Year

-- Select Fiscal Year --

Fiscal Month

-- Select Fiscal Month --

Generate Report

- Then, at the bottom of the screen you select the Fiscal Year and Fiscal Month that you want to view.

Home > Agency > Chief Finance Office > Finance > Financial Services > EIA Payment Reports

### Payment Reports

**Finance System**  
☒ EIA  
☐ EFA

**Report Type**  
☒ District Details  
☐ State Totals

District

0160 -Abbeville 60

Leave blank to select all districts

Fiscal Year

2013-2014

Fiscal Month

July

Generate Report

- Then click on the button Generate Report. Once the report is generated you may either save it to a PDF file or print a hard copy.

Home > Agency > Chief Finance Office > Finance > Financial Services > EIA Payment Reports

### Payment Reports

**Finance System**  
☒ EIA  
☐ EFA

**Report Type**  
☒ District Details  
☐ State Totals

**Fiscal Year**  
-- Select Fiscal Year --

**Fiscal Month**  
-- Select Fiscal Month --

**District**  
0160 -Abbeville 60  
Filter: Enter keywords  
☒ Check all ☒ Uncheck all  
☒ 0160 -Abbeville 60  
☐ 0201 -Aiken 01  
☐ 0301 -Allendale 01  
☐ 0400 -Anderson County Board  
☐ 0401 -Anderson 01

Generate Report

PDF

Print

If you have any questions on the EIA or EFA payments, please email Sue Martinez at [smartine@ed.sc.gov](mailto:smartine@ed.sc.gov)

## Section 2

In order to access the back-up documentation for the Federal payments please access the following link: <http://ed.sc.gov/agency/cfo/finance/Grants-Accounting/>

- There will be a section for Weekly Payments to School Districts
- A Weekly Summary report will be posted each Monday showing the payments that were processed from the previous week.
- The report will be sorted in district order and have a separate line for each payment made. For those of you who have multiple districts in your county the 4-digit district ID will be on the payment line so you can identify which school district the funds are for.

Vendor # and Name	District ID	Description	Date Posted	Revenue Code	Amount	
1041999 SALUDA COUNTY TREAS					128,063.12	
1042999 SPARTANBURG CNTY TREAS	4201 14CA078	INDIV DISAB EDUC ACT 14 4201 14CA078 01 05	05/14/2014	3005270256 H6304510	4510 - IDEA	88,132.31
1042999 SPARTANBURG CNTY TREAS	4201 14CG078	IDEA PRESCHOOL GRANT 14 4201 14CG078 01 05	05/14/2014	3005270263 H6304520	4520 - IDEA Pre-School	2,154.89
1042999 SPARTANBURG CNTY TREAS	4201 14TQ078	IMPROVE TEACHER QUAL 14 4201 14TQ078 01 09	05/14/2014	3005272284 H6304351	4351 - Improving Teacher Quality	10,602.26
1042999 SPARTANBURG CNTY TREAS	4201-S201404-0	4201 APR SL FY 2014	05/15/2014	3005275015 H6304830	4830 - Breakfast	36,154.68
1042999 SPARTANBURG CNTY TREAS	4201-S201404-0	4201 APR SL FY 2014	05/15/2014	3005275015 H6304810	4810 - Lunch Snack Milk	111,818.88
1042999 SPARTANBURG CNTY TREAS	4202	SUB PAY HUNTER JOLLEY 14 4202	05/14/2014	3005271437 H63031996	3199G - Sub Pay	130.00
1042999 SPARTANBURG CNTY TREAS	4202-S201404-0	4202 APR SL FY 2014	05/15/2014	3005275016 H6304830	4830 - Breakfast	65,728.43
1042999 SPARTANBURG CNTY TREAS	4202-S201404-0	4202 APR SL FY 2014	05/15/2014	3005275016 H6304810	4810 - Lunch Snack Milk	214,015.09
1042999 SPARTANBURG CNTY TREAS	4203 14VA080	IntegrationXXXXXXXXX 14 4203 14VA080 0101	05/07/2014	3005241990 H6304210	4210 - Perkins - Voc Ed	37,250.00
1042999 SPARTANBURG CNTY TREAS	4203 14VA080	Professional Develop 14 4203 14VA080 04 01	05/07/2014	3005241990 H6304210	4210 - Perkins - Voc Ed	1,258.00
1042999 SPARTANBURG CNTY TREAS	4203 14VA080	Evaluation/AssessmtX 14 4203 14VA080 05 01	05/07/2014	3005241990 H6304210	4210 - Perkins - Voc Ed	1,242.00
1042999 SPARTANBURG CNTY TREAS	4203-S201404-0	4203 APR SL FY 2014	05/15/2014	3005275017 H6304830	4830 - Breakfast	25,096.64
1042999 SPARTANBURG CNTY TREAS	4203-S201404-0	4203 APR SL FY 2014	05/15/2014	3005275017 H6304810	4810 - Lunch Snack Milk	73,851.61
1042999 SPARTANBURG CNTY TREAS	4204-S201404-0	4204 APR SL FY 2014	05/15/2014	3005275018 H6304830	4830 - Breakfast	24,806.30
1042999 SPARTANBURG CNTY TREAS	4204-S201404-0	4204 APR SL FY 2014	05/15/2014	3005275018 H6304810	4810 - Lunch Snack Milk	83,646.66
1042999 SPARTANBURG CNTY TREAS	4206 13TQ083	IMPROVE TEACHER QUAL 13 4206 13TQ083 01 04	05/07/2014	3005241018 H6304351	4351 - Improving Teacher Quality	16,108.98
1042999 SPARTANBURG CNTY TREAS	4206 14BA083	TITLE 1-REGULARXXXXX 14 4206 14BA083 01 03	05/07/2014	3005240948 H6304310	4310 - Title I	511,472.59
1042999 SPARTANBURG CNTY TREAS	4206 14BP083	ENGLISH LANG ACQUISX 14 4206 14BP083 01 03	05/07/2014	3005241009 H6304341	4341 - English Lang Acquisition	37,962.05
1042999 SPARTANBURG CNTY TREAS	4206 14CA083	INDIV DISAB EDUC ACT 14 4206 14CA083 01 03	05/07/2014	3005229038 H6304510	4510 - IDEA	641,147.71
1042999 SPARTANBURG CNTY TREAS	4206 14CG083	IDEA PRESCHOOL GRANT 14 4206 14CG083 01 01	05/07/2014	3005242572 H6304520	4520 - IDEA Pre-School	7,217.86
1042999 SPARTANBURG CNTY TREAS	4206 14CG083	IDEA PRESCHOOL GRANT 14 4206 14CG083 01 02	05/07/2014	3005242572 H6304520	4520 - IDEA Pre-School	23,762.48
1042999 SPARTANBURG CNTY TREAS	4206 14CG083	IDEA PRESCHOOL GRANT 14 4206 14CG083 01 03	05/07/2014	3005242572 H6304520	4520 - IDEA Pre-School	33,209.69
1042999 SPARTANBURG CNTY TREAS	4206 14TQ083	IMPROVE TEACHER QUAL 14 4206 14TQ083 01 03	05/07/2014	3005241026 H6304351	4351 - Improving Teacher Quality	53,016.36
1042999 SPARTANBURG CNTY TREAS	4206 14VA083	Professional Develop 14 4206 14VA083 04 01	05/07/2014	3005241992 H6304210	4210 - Perkins - Voc Ed	238.00
1042999 SPARTANBURG CNTY TREAS	4206 14VA083	Initiate/Improve Pro 14 4206 14VA083 06 01	05/07/2014	3005241992 H6304210	4210 - Perkins - Voc Ed	52,476.27
1042999 SPARTANBURG CNTY TREAS	4206 14VA083	Student Organization 14 4206 14VA083 10 01	05/07/2014	3005241992 H6304210	4210 - Perkins - Voc Ed	1,925.74
1042999 SPARTANBURG CNTY TREAS	4206 14VA083	Equipment-FederalXXX 14 4206 14VA083 11 01	05/07/2014	3005241992 H6304210	4210 - Perkins - Voc Ed	64,480.00
1042999 SPARTANBURG CNTY TREAS	4206-F201403-0	4206 MAR SL FY 2014	05/15/2014	3005274951 H6304860	4860 - Fresh Fruits & Vegetables	1,793.14
1042999 SPARTANBURG CNTY TREAS	4206-F201403-0	4206 MAR SL FY 2014	05/15/2014	3005274951 H6304860	4860 - Fresh Fruits & Vegetables	6,257.56
1042999 SPARTANBURG CNTY TREAS	4206-S201404-0	4206 APR SL FY 2014	05/15/2014	3005275019 H6304830	4830 - Breakfast	110,839.03
1042999 SPARTANBURG CNTY TREAS	4206-S201404-0	4206 APR SL FY 2014	05/15/2014	3005275019 H6304810	4810 - Lunch Snack Milk	339,893.24
1042999 SPARTANBURG CNTY TREAS	4206-S201404-0	4206 APR SL FY 2014	05/15/2014	3005275019 H6304830	4830 - Breakfast	89,746.20
1042999 SPARTANBURG CNTY TREAS	4206-S201404-0	4206 APR SL FY 2014	05/15/2014	3005275019 H6304810	4810 - Lunch Snack Milk	274,832.25
1042999 SPARTANBURG CNTY TREAS	4207	GED Computer Testing 14 4207	05/08/2014	3005261672 H6303199	3199 - Misc State Funds	2,000.00
1042999 SPARTANBURG CNTY TREAS	4207	SUB PAY J CUMMINGSSXXX 14 4207	05/06/2014	3005237207 H63031996	3199G - Sub Pay	186.60
1042999 SPARTANBURG CNTY TREAS	4207	SUB PAY AMY NORGRENXX 14 4207	05/14/2014	3005271441 H63031996	3199G - Sub Pay	186.60
1042999 SPARTANBURG CNTY TREAS	4207-S201404-0	4207 APR SL FY 2014	05/15/2014	3005275020 H6304830	4830 - Breakfast	97,330.44
1042999 SPARTANBURG CNTY TREAS	4207-S201404-0	4207 APR SL FY 2014	05/15/2014	3005275020 H6304810	4810 - Lunch Snack Milk	221,833.44
* 1042999 SPARTANBURG CNTY TREAS					3,363,803.98	

If you have any questions on the Federal payments, please email Mae Jones at [mjones@ed.sc.gov](mailto:mjones@ed.sc.gov).